


# FLORIDA HIGHWAY PATROL

## POLICY MANUAL

	<b>SUBJECT</b> LONG RANGE PLANNING	<b>POLICY NUMBER</b> 7.01
		<b>ISSUE DATE</b> 01/01/07
	<b>APPLICABLE CALEA STANDARDS</b> 15.1.3, 15.2.1, 15.2.2	<b>REVISION DATE</b> 05/01/09
		<b>TOTAL PAGES</b> 2

### 7.01.01 PURPOSE

To provide guidelines for the process of long range planning and the monitoring of progress toward Division goals and objectives.

### 7.01.02 AUTHORITY

- A. The Division's mandate is set forth in Chapter 321, Florida Statutes.
- B. Strategic planning/program budgeting requirements are outlined in Sections 216.013 and 216.023, Florida Statutes.

### 7.01.03 POLICY

Long range planning assists managers in maintaining a focus on the Division's mission and establishes goals for evaluating the Division's efforts in meeting that mission. Section 216.013, Florida Statutes, mandates that all state agencies prepare a Long Range Program Plan (LRPP). As a division within the Department of Highway Safety and Motor Vehicles (DHSMV), FHP planning activities are documented in the DHSMV LRPP.

Instructions for preparing the LRPP are published annually by the Executive Office of the Governor. The provisions of those instructions shall be adhered to in preparing the Florida Highway Patrol's portion of the LRPP.

### 7.01.04 PROCEDURES

- A. LRPP PREPARATION
  - 1. Each year, the FHP Staff shall review the goals and objectives contained in the current LRPP. After review, recommended changes to the goals and objectives shall be forwarded to the FHP Budget Office.
  - 2. The FHP Budget Office shall review and amend the trends and conditions contained in the current year LRPP. Input from other components shall be used in revising the trends and conditions.
  - 3. Each performance measure shall be assigned to a position that has knowledge in Division activities specific to that measure. That position shall, upon request at the end of each fiscal year, provide the FHP

Budget Office with a narrative explanation of the Patrol's performance as it relates to the specific measure. The narrative shall also document events/issues that had a positive or negative effect on the Patrol's ability to meet the measure.

4. The FHP Budget Office shall submit the information gathered in paragraphs 1 through 3 above to the DHSMV Bureau of Budget for inclusion in the DHSMV LRPP.

**B. MONITORING LRPP RELATED ACTIVITIES**

The FHP Budget Office shall publish monthly reports comparing the Patrol's actual performance to each approved performance standard. The reports shall be provided to the FHP Staff and Troop Commanders for their review.

**C. MAJOR COMPONENT GOALS AND OBJECTIVES**

1. In the third quarter of a fiscal year (January through March) each Command and the Bureau of Investigations (major components) and the Office of Professional Compliance shall:
  - a. Review the goals, objectives, and performance measures contained in the LRPP for the upcoming fiscal year.
  - b. Develop objectives to assist the Patrol in attaining the goals, objectives, and performance measures stated in the LRPP.
3. Each objective shall specify the goal(s) and/or performance measure(s) that the objective relates to and include a unit of measure.
4. By the 15<sup>th</sup> of each month following the end of a quarter, each major component shall prepare a report detailing the component's progress toward achieving each of the stated objectives.
5. The quarterly reports shall be forwarded to the Director and the FHP Budget Office.